



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF CAMPAIGN DISCLOSURE AND AUDIT

ANNUAL \$85,099
SALARY: \$109,159

SALARY
GROUP: MP 66

APPLICATION CLOSING
DATE: NOVEMBER 2, 2012

EXAM
NO: 121780OCDM

PURPOSE OF CLASS: In the State Elections Enforcement Commission this class is accountable for directing the Campaign Disclosure, Reports Analysis and Audit Unit.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 2, 2012:

GENERAL EXPERIENCE: Nine years of professional experience in accounting, auditing, and or legal investigations to include auditing or financial examinations.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a campaign finance agency. [Note: A campaign finance agency is a governmental unit with jurisdiction to administer or enforce local, state or federal campaign finance laws.]

SUBSTITUTIONS ALLOWED: (1) College training in accounting, finance or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting, business or finance may be substituted for one year of the General Experience. (3) Certification in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of agency regulatory and statutory requirements; considerable knowledge of relevant state statutes and regulations; considerable knowledge of the policies and practices of campaign finance; considerable knowledge of integration between auditing and investigations; considerable knowledge of organization and operations of agency regulated entities; knowledge of principles and practices of accounting and auditing; knowledge of computer applications; knowledge of presentation techniques; knowledge of communication methods and procedures; knowledge of principles and techniques of public information and training; knowledge of budgeting principles and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to read and interpret complex legislation, regulations and advisory opinions into language understood by members of the public; ability to prepare comprehensive narrative and statistical reports; ability to present complicated information technology projects in a readable form.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 2, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Examination scores will be mailed by December 17, 2012.**

NOTE: If you took and passed examination 121010SPDM, you do not need to reapply. The list from these examinations (121010SPDM and exam 121780OCDM) will be consolidated.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

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October 16, 2012

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.